# FEDERAL, STATE, AND LOCAL PROJECT TO MODIFY THE STATE PROGRAM REPORT (SPR) 2001

## INTRODUCTION:

Thank you for your interest in the revision process of the State Program Report (SPR). The Administration on Aging has initiated efforts to modify the State Program Report (SPR) under the National Aging Program Information System (NAPIS). This paper briefly explains the rationale for such changes and the circumstances surrounding the modification. In addition, this paper explains the process that AoA has employed thus far in achieving acceptable modifications.

## RATIONALE:

Multiple factors influenced the revision of the SPR at this time. These factors include, but are not limited to the following:

(1) **Expiration of the Office of Management and Budget (OMB) approval** for the SPR under the Paperwork Reduction Act.
(2) The need to develop more permanent information requirements for the **National Family Caregiver Support Program.**
(3) The need to comply with the revised **OMB standards for gathering information on Race and Ethnicity.**
(4) The **need to reduce the burden of the SPR/NAPIS requirements** on States, Area Agencies on Aging, and service providers.
(5) The need to consider the collection of alternative data elements **to reflect Network performance.**

**Burden reduction has been one of the principle elements in the process of revision to the SPR.** From the initial draft to be developed for consideration by the Network, AoA will propose to reduce requested data. The reduction will be taken primarily in the client detail data that is currently requested under the SPR.

## GUIDING PRINCIPLES:

AoA will not propose the development of a totally new reporting system. AoA will build on the existing system that has been established. Efforts will focus on ensuring that current systems can be adapted to accommodate modifications.

Proposed modifications will establish compliance with revised OMB standards for race and ethnicity.

Proposed modifications will include improvements to meet the needs of AoA and State and area agencies.

Proposed modifications should consider ***necessary*** changes in definitions, such as service-unit definitions. The SPR team will review current definitions and make recommendations for modifications and clarifications.

Proposed modifications should be designed to eliminate or at least significantly reduce the reporting issues and concerns that have resulted in data submission difficulties.

The SPR requirements should define principles that ensure that AoA and the States will minimize reporting burdens on small entities and will define requirements that are consistent with the technological capacity of entities to gather, maintain and report program data.

AoA and the entities of the Aging Network will pursue reasonable electronic means, including Internet technology, to satisfy the information collection requirements of the various entities. This will specifically include the consideration of web-based reporting for the States.

AoA will pursue information technology solutions for the SPR that reduce the burden imposed on State agencies in attempting to interface with AoA information systems.

## PROCESS:

AoA has involved State, Area Agency on Aging, and service provider representatives in the modification process from the onset. An SPR Modification team was identified that included AoA representatives, State representatives, AAA representatives, and service providers. The SPR Modification team has developed the modified requirements that will be

subjected to comment throughout the Network prior to finalization and the pursuit of OMB approval under the Paperwork Reduction Act.

## STEPS COMPLETED (AS OF 11-9-01):

From **August-September, 2001**, AoA representatives communicated intentions to develop revisions to the NAPIS/SPR. In addition, AoA drafted an initial proposal and distributed it to the SPR Modification team members. Team members submitted ideas/comments on the initial proposal to AoA.

During **October-November, 2001**, AoA coordinated conference calls with the SPR Modification team. Each team member was allowed the opportunity to submit comments on content areas covered. The first three conference calls included discussions regarding the following:

### Call #1 - Reporting Areas Addressed:

- Section I.A- Unduplicated Client Count by Type of Service

- Section I.B- Unduplicated Client Count by Characteristics

- Revised OMB Standards Regarding Information Gathering on Race and Ethnicity

### Call #1 – Selected Issues/ Questions Discussed:

- Should the Network collect more data on Transportation services?

- Agreement that there is not currently one standard way of estimating used throughout the Network (with regard to Unduplicated Counts)

- Suggestion that AoA provide more guidance on estimation procedures

- Question regarding the definition of "Rural"

- Discussion regarding implementation of revised OMB standards regarding Race and Ethnicity. General agreement that a two-question format must be used in the revised SPR.

## Call #2 – Reporting Areas Addressed:

- Section II.A- Service Utilization Profile-Service Use

  ➢ New Persons Served

  ➢ Number of Minority Providers

  ➢ Information on Volunteers

- Section III-Service Expenditures Profile

  ➢ Total Service Expenditures

- Sections IV, V, VI, VII.A- (no proposed changes)

- Section VII.B-AAA Staffing Profile

## Call #2 – Selected Issues/ Questions Discussed:

- Question regarding the necessity of "New Persons Served" category. (Some States use this information to monitor the need for outreach.)

- Discussion regarding the proposed collection of information on the estimated number of volunteers within the Network. This information may be useful at illustrating both the support that the aging Network has from volunteers, where additional volunteers may be needed, and how the Network as a whole is saving through the use of volunteers. At the same time, some States expressed a concern regarding the difficulty in collecting information on the characteristics of volunteers.

- Discussion regarding the proposed change of the definition of "Total Service Expenditure" to include all expenditures. Would this help illustrate the full extent that the Network leverages funds for the listed services?

- Suggestion that under Section VII-Staffing Profile that a total be reported and the individual reporting by each PSA be eliminated

### Call # 3 Reporting Areas Addressed:

- Client Detail

  ➢ Section II.B-Detailed Client Profile for Registered Services

  ➢ Section II.C-Summary of Client Profile for Registered Services

- Title III-E: National Family Caregiver Program

  ➢ Section II. C.2 Summary of Caregiver Profile

  ➢ Section III- Service Expenditures Profile- Service #15 Caregiver Support

### Call #3 – Selected Issues/ Questions Discussed:

- Suggestion and general agreement that we continue to collect information on ADL's/ IADL's. This information is useful in looking at high risk vs. low risk clients, future needs and assessments, and frailty.

- Suggestion that Title III-E definitions be aligned with current NAPIS definitions. AoA will develop a proposal on Title III-E information collection.

### Conference Call # 4:

This conference call gave each team member the opportunity to both share questions and concerns regarding any area of the revision process.

### Call #4 Major Areas of Concern:

- Remember throughout the process that the goal is to reduce burden and collect the least amount of information as possible.

- Suggestion that the Performance Outcome Measure Project (POMP) be combined with NAPIS/SPR. Suggestion that some information, such as nutrition, could be collected under POMP.

- Suggestion that Sampling be used more in the future to gather some of the information currently collected under NAPIS/SPR.

- General questions regarding the usefulness of the current Nutritional Screening Instrument

- Suggestion that standard specs (format) be developed for AAA's and providers to use for reporting

- Reminder that we consider the impact of requesting data on all levels of the Network

- Need for clarification on USDA meals and AoA meals. Question: If AoA meals are the same as USDA meals then why are both reported?

- Need for clarification on service definitions

## FUTURE ACTIONS:

AoA representatives are in the process of compiling input from team members and developing the revised circulation draft for review by the Network. In addition, AoA will distribute this draft to team members for review. Team members will meet in D.C. to discuss the proposed changes and AoA will develop the final SPR proposal for OMB Approval. The revised reporting standards will be open to public comment in the Federal Register. It is the goal of AoA to obtain OMB Approval by July, 2002 and for modifications to go into effect by October 1, 2002.

## CONCLUSION:

The SPR Modification Team is still in the process of discussing proposed changes to the SPR. At this time, a draft of such changes has not been distributed. The overall rationale to reduce the burden at the State, Area Agency and provider levels will influence any proposed changes.

Input is welcomed. Please forward any requests and/or suggestions to the following email address: Frank.Burns@aoa.gov or contact any of the SPR Modification Team Members (SPR Modification Team List Attached)

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